Funding Opportunity Title: Alumni Rapid Response Grants – Coronavirus
Funding Opportunity Number: *PAS-SGP-FY2020-004*
Deadline for Applications: *Rolling deadline*
CFDA Number: *19.022 – Educational and Cultural Exchange Programs*
Total Amount Available: $10,000.00 *(subject to funding availability)*

A. PROGRAM DESCRIPTION

The U.S. Embassy in Lomé-Togo through this Notice of Funding Opportunity is pleased to announce an open competition for funding alumni-led projects to carry out a program that address the current COVID-19 situation and future COVID-19 recovery efforts in Togo.
This Notice of Funding Opportunity (NOFO) specifically targets alumni of U.S. Embassy and U.S. government programs.

Please carefully follow all instructions below.

Program Background /Objectives:
The Alumni Rapid Response Funds provide quick turnaround funding to support alumni-led projects that address the current COVID-19 situation and future COVID-19 recovery efforts. We encourage alumni to submit projects that bolster democratic principles while addressing the needs that have arisen due to the current global health crisis including, but not limited to, media literacy, access to education, economic empowerment, and community resilience.

Priority Program Area:
Programs/Activities should support of the following ICS goals:
- Promote Peace and Security
- Strengthen Democratic Institutions
- Promote Economic Growth
- Support Opportunity and Development

NOTE: Activities must comply with COVID-19 requirements and recommendations in force, such as avoiding public gatherings and the curfew policy established by the Government of Togo (GoT).

Participants and Audiences:
Togolese communities, Youth Associations, Local Authorities, Religious Leaders throughout the five regions of the country.

B. FEDERAL AWARD INFORMATION

Length of performance period: 24 months or less
Number of awards anticipated: N/A

Maximum Award amounts: $10,000.00
Minimum Award amounts: $5,000.00
Total funding: $10,000.00 *(subject to funding availability)*
Type of Funding: *FY20 Fulbright Hays*.
Anticipated program start date: before September 30, 2020
Funding Instrument Type: Grant, Fixed Amount Award
Program Performance Period: Proposed programs should be completed in 24 months or less

C. ELIGILIBITY INFORMATION

1. Eligible Applicants
This call for proposals is exclusive to alumni of U.S. Mission in Togo. An alumnus is a person who has participated in an U.S. Department of State funded exchange program, or a program funded by the U.S. Embassy in Togo.

If you have any doubts as to whether you qualify as alumni, please contact the Public Diplomacy Department at: LomePDGrants@state.gov

The Public Affairs Section encourages applications from alumni through their:

Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience Individuals.
Non-profit or governmental educational institutions

For-profit or commercial entities are not eligible to apply.

2. Cost Sharing or Matching

Cost sharing is not required.

3. Other Eligibility Requirements

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.
Posts should ensure proposals fall within these parameters:

Proposals must be submitted by one alumnus/a, or an alumni team.
- ✓ Projects must have a PD component.
- ✓ Virtual programs are encouraged.
- ✓ Submitted proposals/budgets should be strong with little revision/follow-up required.
- ✓ Applications will be reviewed and approved on a rolling basis.
- ✓ Projects **CANNOT** provide direct support to health organizations (ie. donating facemasks and medicine).

✓ Any projects involving person-to-person interaction should first consider if it can be done virtually and, if not, document the health precautions that will be followed.

In order to be eligible to receive an award, all organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, as well as a valid registration on www.SAM.gov. Please see Section 4. for information on how to obtain these registrations. Individuals are not required to have a DUNS number or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at Embassy Lome, Public Affairs Section, and www.grants.gov

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in **English**
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms

SF-424 *(Application for Federal Assistance – organizations)* at https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1

SF-424-I *(Application for Federal Assistance --individuals)* at https://www.grants.gov/web/grants/forms/sf-424-individual-family.html#sortby=1

SF424A *(Budget Information for Non-Construction programs)* at
https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1

SF424B *(Assurances for Non-Construction programs)* at
https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1

2. Application:
The application form includes the following:

- ✓ Proposal Title
- ✓ Project description/Goal of the Project
- ✓ Participants: Include full name, name of program, and program year
- ✓ Target audience
- ✓ Budget (with basic breakdown) and a brief justification
- ✓ Evaluation Plan

4. Required Registrations:
Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.
All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- https://SAM.gov/SAM/ registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting http://fedgov.dnb.com/webform

NCAGE application: Application page here:
https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

Instructions for the NCAGE application process:
https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCA GE.pdf

For NCAGE help from within the U.S., call 1-888-227-2423
For NCAGE help from outside the U.S., call 1-269-961-7766
Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: https://www.sam.gov. SAM registration must be renewed annually.

5. **Submission Dates and Times**
Applications are taking on rolling basis.

6. Funding Restrictions
Funds under this notice cannot be used for construction programs, vehicle purchases or any other than defined in this funding opportunity

7. Other Submission Requirements
All application materials must be submitted by email to
LomePDGrants@state.gov

E. APPLICATION REVIEW INFORMATION

1. Review and Selection Process
Proposals will be approved on a merit basis.

3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notice
The grant award will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: *Payments will be made in at least two installments, as needed to carry out the program activities*

2. Administrative and National Policy Requirements
Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include: 2 CFR 200, 2 CFR 600, and the Department of State Standard Terms and Conditions which are available at: https://www.state.gov/about-us-office-of-the-procurement-executive/
Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

Reporting Requirements: recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: LomePDGrants@state.gov

Note: We do not provide any pre-consultation for application related questions that are addressed in the NOFO. Once an application has been submitted, State Department officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed.

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least $5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than $5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating.

If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

"Cost Sharing" refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers' time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages